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TO : Chief, Intelligence School

DATE: 30 October 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 23 - 29 October 1956

1. Numbers in Clerical Induction Training. During the week of 23 October there were 108 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 28 people for the week of 23 October.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 23 October were as follows:

	Tested	Qualified
Shorthand	7	2
Typewriting	17	8

4. Instructor Enrolled in Intelligence Orientation Course. Miss [REDACTED], Instructor, Clerical Induction Training, is enrolled in the Intelligence Orientation Course from 29 October through 9 November 1956.

5. Clerical Skills Qualification Tests Administered by Clerical Refresher Training. The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 23 October were as follows:

	Tested	Qualified
Shorthand	4	0
Typewriting	5	4

25X1

OTR/CT:MAH:jdm (30 October 1956)

25 YEAR RE-REVIEW

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